

Identification Number: _____

Record Series _____

File _____

Date _____

PIF
Evaluation Response Form
(the PIFER)

DRAFT

TEAMSpirit DELTA TEAM EVALUATION RESPONSE

RECOMMENDED ACTION

1. _____ Return PIF to submitter for clarification of the problem
_____ Assign process problem to appropriate SI Team
_____ Suggest that SI Team assign problem to an existing PI Team or form a new PI Team
_____ Submit to VPAC if problem is related to an issue of college policy
_____ Submit to process owner for task implementation
_____ Other (Give details below) _____

2. Routing deadline: _____
3. Priority _____ High _____ Moderate _____ Low
4. Identify SI Team to receive this form. _____
5. TEAMSpirit Delta Team representative's signature: _____ Date: _____

SYSTEM IMPROVEMENT TEAM EVALUATION RESPONSE

1. Identify principal stakeholders: _____
2. Action taken:
_____ Flowchart prepared Date: _____
_____ PI Team chartered or assigned and submitted
to Quality Council for affirmation Date: _____
_____ PIF returned to originator Date: _____
4. Name of PI Team: _____
5. Members of the PI Team: _____

6. SI Team representative's signature: _____ Date: _____

STAKEHOLDER(S) EVALUATION RESPONSE

1. Action taken:
_____ Return PIF to TEAMSpirit Delta Team Date: _____
_____ Copy of PIF and PIFER sent to originator Date: _____
_____ Other (Give details) _____ Date: _____
2. Representative stakeholder's signature: _____ Date: _____
3. Comments: _____

